

**DRYDEN
POLICY DIRECTIVE**

Directive: DPD 4220.1

Effective Date: April 2, 1999
Expiration Date: April 2, 2004

Responsible Office: FM/Facilities Maintenance and Logistics Branch

Subject: Standards for Office Furniture and Furnishings

1. POLICY

It is Dryden policy to use office furniture and furnishings which meet reasonable standards of presentability, comfort, functional effectiveness, and economy. The acquisition of new items will be limited to valid requirements and will not include personal convenience items solely to improve appearance, office decor, or status, or to satisfy the personal desire of an official or employee. When new acquisitions are necessary, "office systems furniture" should be considered if it will improve employee or organizational work, productivity, or space utilization. Procurement of new furniture and furnishings will be made only from Government stocks or Federal Supply Schedules, as appropriate. All assignment of office furniture and furnishings to Dryden employees and on-site contractor personnel will be governed by the criteria in this directive. All furniture procured with NASA funds shall remain the property of the U.S. Government.

2. APPLICABILITY

The provisions of this directive apply to all Dryden Flight Research Center personnel, and are to be invoked in all on-site cost-type contracts which permit the acquisition of furniture.

3. DEFINITIONS

For the purpose of this directive, the following definitions will apply:

a. Office

An office or suite of offices regularly used by an official, authorized in accordance with this directive to have a particular type of office furniture. A suite of offices may comprise the office used by the official, its reception area, and offices opening from the reception area. Executive conference rooms may be considered executive offices.

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b. Executive Office Furniture

Office furniture consisting of or comparable to the traditional and modern wood office furniture and related items illustrated in the GSA Supply Catalog and listed in Federal Supply Schedule (FSS), Federal Supply Class (FSC) Group 71, Parts IIA and IIC; and included in the Federal Prison Industries, Inc. (commonly referred to as UNICOR) product line.

c. Middle Management Office Furniture

Office furniture which includes all items of unitized wood office furniture and related items.

d. General Office Furniture

Office furniture which includes all items of contemporary steel, general office steel furniture listed in the GSA Supply Catalog, and comparable items.

e. Modular Furniture

Furniture consisting of interconnecting panels and hang-on components, freestanding stables and platforms, spacefillers, machine/computer and printer stands, and mobile pedestals.

f. Automatic Data Processing (ADP) Support Furniture

Furniture which includes tables, work surfaces, machine surfaces, storage cabinets, and related accessories.

g. Organization Support Furniture

Furniture items such as storage and file cabinets available from GSA supply sources; and office partitions.

h. Office Systems Furniture

Furniture which consists of interconnecting panel assemblies together with work surfaces, storage units, and other components which are panel-supported in lieu of freestanding.

i. Office Furnishings

These articles include lamps, desk trays, waste receptacles, carpets and rugs, and are normally available from Government stock or through Federal Supply Schedules.

NOTE: Federal Supply Schedules and GSA Catalogs referenced in paragraph 3 are available through the Support Services Contractor.

4. CRITERIA FOR ASSIGNMENT AND APPROVALS REQUIRED

The following are the Center's standards for assignment of office furniture and furnishings. Approving officials may authorize exceptions to the criteria for assignment, provided that these exceptions are in writing, and include adequate justification.

a. Assignment of executive office furniture (whether, new, used, or rehabilitated) will be limited to the executive offices of personnel in the Senior Executive Services (SES) and above, or their equivalent, including military rank. Such assignment may also be made to other personnel, generally at the directorate chief or equivalent level, when it is determined that a particular position or responsibility justifies it.

All requisitions for executive office furniture must be approved by the Center Director.

b. The use of middle management office furniture (whether new used or rehabilitated) will be limited to the offices of personnel in grades GS-13 through GS-15, or their equivalent, including military rank. Requisitions for middle management furniture must be approved by the Center Director.

c. Personnel not covered under subparagraphs a or b will be assigned general office furniture. Such furniture should be assigned based upon functional requirements and not be subject to other restrictions. Requisitions for this type of furniture must be approved by the Directorate Chief.

d. Furniture referenced under paragraph 3e, 3f, and 3g, is designed to accommodate specialized and/or unique requirements. These items are to be assigned based upon operational requirements. Requisitions for this type of furniture must be approved by the Directorate Chief.

e. Office systems furniture requires a plan justifying the difference between the amount of office space required for office systems furniture and conventional furniture based upon the same functional requirement. Additionally, the plan must include a comparison of costs for the purchase of conventional furniture versus the purchase of systems furniture. The plan for purchase of systems furniture should be routed through the Facilities Design & Construction Branch, the cognizant Directorate Chief for approval, and then submitted to the Supply and Equipment Management Officer, for final review and approval. A cover sheet for the required concurrence/approvals should be included with the plan.

f. Office furnishings are provided to individuals or offices based upon specific need. Furnishings are to supplement office furniture and augment the utility of work space assigned.

5. ACQUISITION ALTERNATIVES

Prior to initiating any purchase action for new office furniture or furnishings, every effort will be made to meet requirements through use of available excess, rehabilitation of existing items, acquisition of rehabilitated items from other Government sources, or (if cost effective) by reassignment of furniture being used by persons not entitled to it.

Kevin L. Petersen
Director